



18 months-5 years (Pre-K)
Monday-Friday
7:30 a.m. to 5:30 p.m.
September-May (Following AISD school schedule)
June-August (Summer Program)

4400 West Arkansas Lane
Arlington, TX 76016
Tel: 817-451-7561; Fax: 817-451-1450
www.holycrossarlington.org
Director: Madisen Dickey

Holy Cross Lutheran Preschool Parent Handbook

Our Mission

HCLC considers it a privilege to be involved in the growth and development of young children. As members of the Family of God, our program is a Christian ministry of service, fellowship, and evangelism shared through nurturing young students and their families in our community.

Our Vision

As a faith-centered preschool, HCLC emphasizes joy in Christ by developing the spiritual, psychological, emotional, and social needs of each unique child in a safe, healthy, and loving environment through age-appropriate group and individual interactions.

To accomplish this, HCLC strives for excellence in early-childhood education by focusing on the social and emotional development of our youngest students while providing our three-year-old and preschool-age students with the fundamental skills necessary to be successful in kindergarten and beyond.

Parents are required to read this handbook carefully as it communicates our goals, policies, regulations, requirements, and planned activities. **Our Director Madisen Dickey is available during operating hours to discuss any questions or concerns at 817-451-7561 or by email at madisend@hclc.net.**

Education Policies

Curriculum: HCLC believes in reaching our students with a variety of visual, auditory, and kinesthetic activities to best meet the needs of various learning styles. Our curriculum focuses on: Christian growth, creative art, dramatic play, Language Arts, Number Readiness with basic math concepts, science & health, social studies, music, physical fitness, and Visual Discrimination & Perception. In addition to structured and non-structured classroom activities, students are given a one-hour minimum a.m. and p.m. outside play time.

Class Placement: Child class placement is determined by age as of September 1 and at the director's discretion.

Enrollment/Tuition and Fee Policies

Enrollment Forms and Fees:

All paperwork and payments, including registration and supply fee, must be received by the office prior to a student's first day of school. This includes:

- A health statement from the student's doctor;
- A current immunization record; immunization exempt form (Affidavit Exemption from Immunizations for Reasons of Conscience)
- A hearing and vision report if the student is over the age of 4;
- A notarized emergency medical release form.

Parents/guardians must make sure that all student records are kept current. Student records are reviewed annually. Changes can be made at any time to student/parent information by email to madisend@hclc.net, in person to the director or assistant director, or through the Kinderlime app.

Fees must be paid, and paperwork completed prior to enrollment. Available openings will be filled on a first come basis. Please make checks payable to *Holy Cross Lutheran Church* or *HCLC*.

Enrollment Fee: \$50.00 (Non-Refundable)

Supply Fee: 2-Day Program—\$100.00; 3-Day Program—\$115.00; 5-Day Program—\$130.00 (Non-Refundable)

***Monthly Tuition:** 2-Day Program—\$180.00; 3-Day Program—\$270.00; 5- Day Program—\$450.00 (Non-Refundable)

Late Tuition Fees: Are added on 10th Calendar Day—\$15.00; Are added on 20th Calendar Day—\$25.00 (Non-Refundable)

***Tuition is due the first school day of every month. Tuition not paid by the end of the month will result in dismissal. Tuition is paid for the whole month even when we are closed. ***

Student Drop Off and Pick Up Policies

Punctuality: HCLC requests that all students arrive by **8:30 a.m.** to maintain consistency in the classroom schedule. Please call the office to report student absences, or if there is a significant change to drop-off or pick-up times.

Sign In/Sign Out: All parents/guardians must sign in/sign out their student(s) with their assigned Kinderlime pin numbers using the Kinderlime tablet.

Release of Children: If a student is to be picked up by a person other than the designated parent/guardian, the following information must be provided to the office/teacher:

- Name, driver's license number and telephone number.
- Alternative person must present their driver's license to office personnel/teacher before the child can be released.

Additionally, each person listed as an alternative pick up person on the student's record must be assigned a Kinderlime pin number and must enter their pin when dropping off/picking up the student from HCLC.

Late Pick Up Fees: Our school day ends at **5:30 p.m.**; therefore, a charge of \$5.00 will be assessed regardless of circumstances **at 5:35. At 5:36, an additional \$1.00 fee will be added for every additional minute until the child is picked up** regardless of circumstances. Fees are determined by the office clock and are billed to the parent's Kinderlime account, and due upon receipt.

Early Dismissal: If your student must leave before dismissal, please notify the teacher and director at arrival time. Please provide the time and name of pick up person. (Refer to **Release of Children** policy for additional information).

Visiting Procedures: Parents may visit the preschool at any time during operating hours. We ask that all visitors, including family members, sign in with the director or assistant director in the office, and receive a visitor's pass. Parents/visitors must conduct their visit in a way that does not disrupt regular activities.

Withdrawals: Parents must notify the director two weeks prior to the withdrawal of their student. When a student is withdrawn from the program, **registration, tuition, enrollment, and supply fees are non-refundable.**

Dismissal from Program: Before dismissal occurs HCLC will make every effort to redirect and resolve the issue utilizing our **Discipline and Guidance Policy.**

Discipline and Guidance Policies

Discipline must be:

1. Individual and consistent for each student;
2. Appropriate to the student's level of understanding; and
3. Directed toward teaching the student acceptable behavior and self-control.

Caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a student of behavior expectations daily by using clear positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from group, when appropriate for the student's age and development, which is limited to no more than one minute per year of the student's age.

There must be no harsh, cruel, or unusual treatment of any student. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a student;
4. Hitting a student with a hand or instrument;
5. Putting anything in a student's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a student;
7. Subjecting a student to harsh, abusive, or profane language;
8. Placing a student in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a student to remain silent or inactive for inappropriate long periods of time for the student's age.

Suspension and Dismissal Policies

HCLC reserves the right to dismiss a student who does not adapt to the program in a reasonable amount of time. If a student is dismissed after all remedies have been tried, **registration, tuition, enrollment, and supply fees are non-refundable.**

Process of Dismissal

A student may be dismissed for non-compliance of the following list of offenses; which is not exhaustive: **not following the No Biting Policy, endangering others, injuring others, sharing/spreading bodily fluids, damaging property, refusing to follow teacher/director instructions that are appropriate for the student's age and intellectual capacity.**

The following guidelines will be used when handling student misbehavior. For severe offenses such as those listed above, a student will be automatically disciplined using 4th Offense guidelines at the discretion of the director.

1st Offense- A student will be redirected by the teacher and given an opportunity to apologize, if the situation warrants, and change the behavior by making a better choice.

2nd Offense- A student will be placed in a time-out location within the classroom or playground setting

This may include sitting alone or by the teacher, but is appropriate for the student's age and development, which is limited to no more than one minute per year of age of the student.

3rd Offense- A student will be removed from class and sent to meet with the director or assistant director for further redirection and instruction. If the student can remedy the situation, then he/she will be returned to class.

4th Offense- A student's parents will be notified of the unchanged behavior and depending on the severity of the offense requested to:

- speak with child by phone,
- come to the preschool to talk to the student in-person, or
- pick the child up from school.

***The 4th Offense may result in suspension from the program for up to 3 days or expulsion.**

5th Offense- student will be expelled/dismissed from the program at the discretion of the director **after excessive repeat 4th offenses** if/when there has been no, or limited improvement of the student's behavior or escalating misbehavior has been demonstrated over time.

Daily Policies

Lunch and Snack Policies

Lunch

Parents/Guardians are to provide a well-balanced, student friendly lunch daily. The center is not responsible for its nutritional value or meeting the student's daily food needs. Parents must adhere to the following when sending snacks and lunches for their child:

- Parents should use caution when sending small foods, that could be a choking hazard, for their child.
- **Grapes must be cut lengthwise for children under 3.**
- Foods such as soda, candy, popcorn or foods that need special refrigeration or microwaving are prohibited.
- **Parents of children with food allergies must mark this on their student's medical form and teacher information sheet. Information regarding food allergies is available for parents of students with medically documented food allergies (Food Allergy Research & Education or FARE).**
- Parents must supply a reusable cup or water bottle for their student to use at snack and lunch.
- Parents must label their student's lunch box, cup or water bottle with the first name and last initial.

All staff are educated on food allergies and are required to take all necessary precautions to ensure children are protected. Liquids and food hotter than 110 degrees are kept out of children's reach.

Snacks

- Two healthy snacks will be provided by the program each day. One morning snack and one afternoon snack.
- Monthly snack menus are posted in the main hallway, each classroom, and sent through Kinderlime.

Nutritional information for families and lunch ideas for parents can be found on the Nutritional Guidelines handout in the Enrollment Folder.

Communication and Parent Policies

Preschool-wide Communication: Parents are notified of important information in the following ways:

- 1.) Verbal Communication
- 2.) Daily Sheets Through Kinderlime
- 3.) Parent/Teacher Conferences
- 4.) Through the REMIND APP
- 5.) Phone Calls to Child's Parents
- 6.) Facebook

7.) Special notes from the office or teacher sent in daily folder or by mail. **Parents should review their student's folder daily and remove all class work/notes sent home.**

8.) Monthly snack menus and curriculum calendars will be sent through Kinderlime and posted in each classroom and in the main hallway.

Parental Notification: Parents will be contacted through written communication, which will be sent home in the student's folder and posted outside their classroom for:

- special problems affecting the student, the student's classroom, or the whole preschool;
- special events involving the student, the student's classroom, or the whole preschool and;
- serious communicable diseases affecting the student, the student's classroom, or the whole preschool.

Parent Concerns: HCLC promotes a Christian environment especially between our staff and our preschool families. Therefore, any parental concerns about a student should be discussed with the teacher first. If a resolution is not reached or if after sufficient time has passed and the situation has not resolved, parents are encouraged to contact the director or assistant director to request a conference.

Parent Participation: HCLC offers many opportunities for parents to help with special activities and events throughout the year. Information regarding volunteer opportunities will be posted and sent home in student take-home folder.

Illness and Medication Policies

Illness and Exclusion: Parents will be asked to pick up a student if symptoms develop during the day. Students who become ill will be removed from the classroom until a parent arrives. Please notify the office if your student has exposed others to a contagious illness so the proper steps can be taken.

Health Policy: For the protection of all students, parents must follow these preschool health requirements:

- **All students must be 24 hours free of fever, vomiting, and diarrhea.**
- **Students with sore throat, croup, colored nasal discharge (allergies require a statement from physician that the condition is not contagious), or persistent cough will not be able to attend school.**
- **Students suffering from a contagious illness such as strep throat, chicken pox, pink eye, hand/foot/mouth disease, impetigo, and other skin infections/rashes are required to bring physician's note of approval before returning to our program.**
- **Students must be able to participate comfortably in activities including outdoor play.**

Medication: All medication must be brought to the director, and a release form must be signed in the office naming the medication and the dosage instructions. If the medication states that it cannot be given to a certain age and under, that medication cannot be administered. Prescription medications can only be given to the student whose name appears on the original packaging or bottle, and the original prescription label from the pharmacy with the specific dosage instructions.

Medical Emergencies: In case of medical emergency, the director/assistant director will:

1. Call 911 and have the student transported to the hospital listed on the medical information form.
2. Contact the parents at work or home.
3. If parents can cannot be reached, contact the student's primary physician and emergency guardian/contact person as listed on medical information.

Immunization Policies

Immunization/Health Requirements: *HCLC requires that all students receive childhood immunizations as specified by the state of Texas to be accepted into the preschool.* Those families requiring an exemption from this policy must obtain a notarized Affidavit Exemption from Immunizations for Reasons of Conscience from the Texas Department of Health and Human Services. The Affidavit must be renewed every two years. The parent/guardian is solely responsible for obtaining and renewing the affidavit and providing a notarized copy to the preschool. Additional required health documents:

- A doctor's approval to participate in the program document;
- A record of vision/hearing testing for all children four years of age or older.

Vaccine-Preventable Diseases for Employees: HCLC has implemented the following immunization policy for employees to comply with the Minimum Standards section §746.501(27) which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the students in our care is paramount, we have elected to make immunization for vaccine-preventable diseases optional for our employees. The only exception to this policy is the TB test that is currently required for all employees by the City of Arlington.

Clothing and Diaper Policies

Clothing: Parents must provide a complete change of clothes daily, including socks and underwear, labeled with the student's name. Clothing should be washable, provide freedom of movement, and be weather appropriate for our year-round outdoor activities. **Children need to wear athletic footwear that is closed at the toe and heel and must be laced and/or velcroed. Backless/Crock-like shoes/sandals are prohibited for playground safety reasons.**

Diapers: If the student is not potty-trained, the parents must provide enough disposable diapers/pull-ups to meet the needs of the daily needs of their student. HCLC does not store diapers/pull-ups. *Partially trained students must be put in disposable diapers or pull-ups with Velcro tabs.* **For students to attend the three-year-old and Pre-K classes, they must be potty-trained.**

Diaper Cream: Parents must provide diaper cream for their student's use only. These items must be labeled with the student's name and logged with the classroom teacher. **HCLC will only use diaper cream supplied by the parent and labeled with the student's first name and last initial.**

Rest Time

Rest Time: All students observe a rest period. Please provide a **one inch or thinner nap mat labeled with the student's first name and last initial.** All bedding must go home daily due to storage/sanitation reasons. Parents should pack a labeled pacifier, small stuffed animal (under 10 inches tall), and/or blanket daily if their student uses them to nap.

Licensing

Licensing Information: A copy of the Minimum Standards for Day Care Centers is available on site to review at all times. Our most recent licensing inspection report is displayed at our entrance for review at any time.

Childcare Licensing
 1501 Circle Dr., Suite 210
 Ft. Worth, TX 76119
 1-800-582-8286
 817-321-8604
 PRS Website: www.tdprs.state.tx.us
 PRS Child Abuse Hotline: 1-800-252-5400

Report of Abuse and Neglect: The employees of HCLC are required to have annual training on preventing and responding to abuse and neglect of children. HCLC will stay up to date on methods for increasing employee and parent awareness on issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

These methods will include coordination with appropriate community organizations whose primary focus is on preventing and responding to abuse and neglect of children, assisting the parent (of a child who is a

victim of abuse or neglect) with obtaining assistance and intervention, and as needed assisting the parent with calling the police, Child Abuse Hotline (800-252-5400) and/or a women's shelter.

If an employee has any reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, HCLC staff must report this immediately to the Child Abuse Hotline 800-252-5400 as required under state law and must cooperate with and with all city, state, and federal officials.

Additional Preschool Policies

Breastfeeding: HCLC supports mothers that are still breastfeeding and provides a sitting area in the Women's Restroom located in the Main Entrance Hall for privacy. By state law all mothers have the right to breastfeed and provide breast milk for their child while the child is in care.

Animal Policy: Animals are not allowed on site unless parents have been notified in advance and have given prior approval of their student's contact with the animal. Also, a current vaccination record for the animal must be on file with the preschool.

Screen Time Policy: HCLC allows G-rated movies for students in the three-year-old and Pre-K classrooms during special/holiday occasions only. Parent approval must be given for any PG-rated movies.

Additionally, teachers in the three-year-old and Pre-K classrooms may use tablets to enhance curriculum, either as a short video or an educational game, but use is limited to 30 minutes once a week. **Students age two and younger may not engage in screen time while at preschool.**

Water Policy: HCLC uses water tables in the classrooms for water play. During the summer, sprinklers and water tables may be used outside on the backside of the building in the shaded grassy area. Parents will be notified at the beginning of the week when there is sprinkler play. **HCLC does not allow students to play in wading pools or pools.**

Sunscreen and Insect Repellent: Parents will provide both sunscreen and insect repellent for their student's use only. These items must be labeled with the student's name and logged with the classroom teacher. **HCLC will only use sunscreen and insect repellent supplied by the parent and labeled with the student's first name and last initial.**

Birthday Parties: Parents are encouraged to make their student's birthday a special event at our preschool. However; please adhere to the following guidelines regarding birthdays and birthday treats:

- Parents must contact the director/assistant director and the teacher before bringing birthday treats and/or party favors to share with the whole class.
- Birthday treats must be mini (one-bite) cupcakes and must be dropped off by 9:00 a.m. for morning snack. Large cupcakes, cake, other messy treats or treats arriving after morning snack will be saved for afternoon snack or dismissal and sent home with students only with parent approval.
- Private birthday party invitations may not be passed out unless all students in the class are invited.
- Due to Health Department regulations HCLC is not allowed to serve homemade goods at school.

School Parties: Due to Health Department regulations we are not allowed to serve homemade goods at school, so for birthday or school parties, all items need to be store bought. The only exception is if the preschool is conducting a cooking experiment to enhance the lesson for the week. At that time all items will be made by the class and by the teacher. Allergies will be taken into account when these events happen.

Fieldtrips and Transportation: HCLC does not participate in off-campus field trips or transport children from the preschool, except in an emergency. (See the Medical Emergencies and Emergency Preparedness Plan policies above.)

Volunteers: All HCLC volunteers are required to have a background check in accordance with Minimum Standards section §746.1403.

Gang-Free Zone: A gang-free zone exists within 1000 feet of the HCLC building. Gang-related criminal activity or anyone engaging in organized criminal activity within this zone is in violation of this law and is subject to increased penalty.

Holidays/Inclement Weather: HCLC follows Arlington ISD decisions for all school closings, delayed starts, and early dismissals including holiday breaks and inclement weather.

Emergency Preparedness Plan: In case of emergency, the staff's first responsibility is to walk students to a safe environment (either within the school building or outside near the garage). An evacuation plan is posted in each classroom. Upon arrival to the safe area, staff will proceed with the following procedures:

1. A count of students will be taken and matched to the attendance list;
2. Parents will be notified using contact information provided on the students' information sheets and medical authorization forms;
3. Cell phones will be used to communicate with local authorities (fire, police, medical services, health department), parents, and state licensing.

In case HCLC is evacuated from our property, all staff and students will go to Dunn Elementary located at 2201 Woodside Drive Arlington, Texas 76016.

*If Dunn Elementary is found to be an unsafe location and the HCLC staff and students are moved by the local authorities, then parents will be notified of the new location by cellphone.

Notice of Change to Policy: Policies are reviewed annually and updated as needed. Parents will be notified of all policy changes in writing.



Texas School Ready!

We are a recognized Texas School Ready School



Revised Fall 2018